

 <b>DEPARTMENT OF ENVIRONMENTAL QUALITY</b>	<b>OPERATING PROCEDURE</b>  <b>LAND AND WATER MANAGEMENT DIVISION</b>	<b>NUMBER:</b> 315-96-01
		<b>PAGE:</b> 1 of 3
<b>SUBJECT:</b> Response to Dam Failure or Potential Dam Failure		<b>EFFECTIVE DATE:</b> 10/25/99 <b>REVISED DATE:</b> 9/14/2007
<b>SECTION AND/OR UNIT:</b> Water Management Section Dam Safety Program	<b>APPROVAL SIGNATURE:</b>  <hr/> <b>TITLE:</b> Elizabeth Browne, Chief Land and Water Management Division	<b>ALSO SEE:</b>

**ISSUE:**

This procedure provides direction for professional staff on the response to any dam emergency. Dams in Michigan, meeting a specified size criteria, are regulated under the authority of Part 315, Dam Safety, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Dams that fall under the jurisdiction of the Federal Energy Regulatory Commission (FERC) (most hydropower dams) are exempt from Part 315, and there are fewer follow-up reports required in this procedure.

**APPLICABLE STATUTES:**

Part 315, Dam Safety, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

**DEFINITIONS:** DEQ Department of Environmental Quality  
 DNR Department of Natural Resources  
 FERC Federal Energy Regulatory Commission

**FORMS USED:** Dam Safety Incidents, Memorandum of Understanding between Department of Environmental Quality and Department of Natural Resources, Transition Agreement #27, Memorandum of Understanding 11A (Revised 8/98)

National Performance of Dams Program (NPDP) Reporting Guidance - Basics

**PROCEDURE:**

**Responsibility**

**Action**

**CITIZENS, DNR, LAW ENFORCEMENT AGENCY, OR DAM OWNER**

1. Advises Dam Safety Program Staff of a dam failure or potential dam failure.

**Responsibility****Action****DAM SAFETY  
PROGRAM STAFF**

2. Obtains all available information on the situation from person reporting the problem, including:
  - Name of dam.
  - Location of dam.
  - Failure or potential failure.
  - Law enforcement agencies contacted/responding.
  - Known consequences if dam fails.
  - Any available information on actions taken to remedy the situation.
  - Names and telephone numbers of witnesses to incident.
3. Contacts the dam owner if notification did not come from them. Obtain information on the status of the emergency and ensure engineering and/or construction contractor assistance has been arranged as needed.
4. Notifies Unit Supervisor.
5. Reviews the dam files for any additional information that may be useful in the situation, such as recommendations in previous inspection reports and the emergency action plan.

**DAM SAFETY  
PROGRAM UNIT  
SUPERVISOR**

6. Notifies Section Chief, the DEQ Emergency Management Coordinator (EMC), the DEQ Press Secretary and the DNR Resource Management Deputy for Lower Peninsula incidents, or the Upper Peninsula Field Deputy for Upper Peninsula incidents, of the situation. Keeps them informed throughout the incident.

**WATER MANAGEMENT  
SECTION CHIEF**

7. Notifies Division Chief and DEQ Deputy Director of the situation. Keeps them informed throughout the incident.

**DAM SAFETY  
PROGRAM STAFF**

8. Contacts the Local Emergency Services Coordinator to offer assistance. If dam is regulated by the FERC, also contact the Regional Engineer or the Assistant Regional Engineer of FERC's Chicago Regional Office to offer assistance. If FERC intends to send engineer to site, obtains contact information (cell phone number, estimated time of arrival, etc.) for that person.
9. Travels to emergency location, if necessary, to assist emergency response personnel. Prior to departure, obtains a division cellular phone.

**Responsibility****Action****DAM SAFETY  
PROGRAM STAFF**

10. Conducts inspections and determines the cause of the emergency incident (flooding, structural failure, foundation failure, piping failure). Does not apply to FERC-regulated dams.
11. Advises the Unit Supervisor of the situation and receives additional instructions.
12. Prepares a brief report on the incident after investigation is completed.
13. Provides report to the Unit Supervisor and Section Chief; files report in the Dam Safety Program files.
14. Enters pertinent information into the Dam Failure Table and Dam Safety Database. Submits a Dam Incident Notification (DIN) via internet to the Center on the Performance of Dams at <http://npdp.stanford.edu>.
15. Advises dam owner of actions necessary to repair and/or mitigate damages, and advises dam owner of necessary permits required prior to repair or reconstruction of the dam or other regulated activities. Does not apply to FERC-regulated dams
16. Prepare and submit a Dam Incident Documentation Report (DIDR) within three months of the incident and a Dam Incident Follow-Up Report (DIFR), when the information becomes available, to the Center on the Performance of Dams. See attachment 2 for reporting information. Does not apply to FERC-regulated dams.